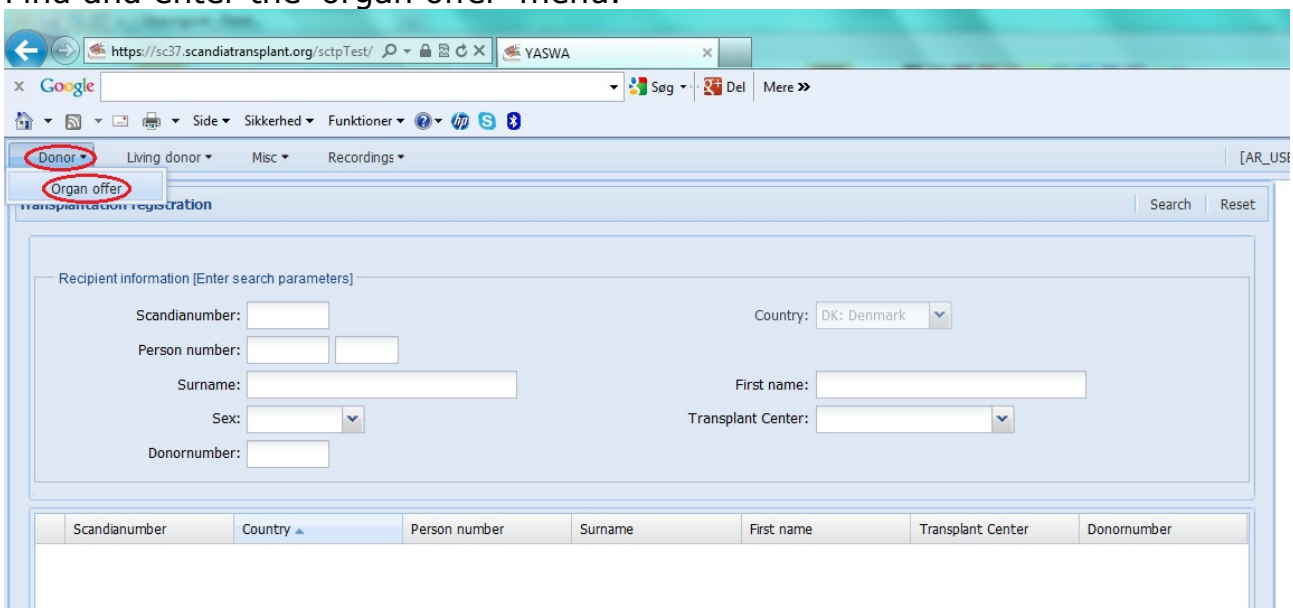
# User manual
# Organ offer form

## 1. Enter the organ offer form

Find and enter the 'organ offer' menu.




When you enter the organ offer system the first screen gives you the following possibilities:

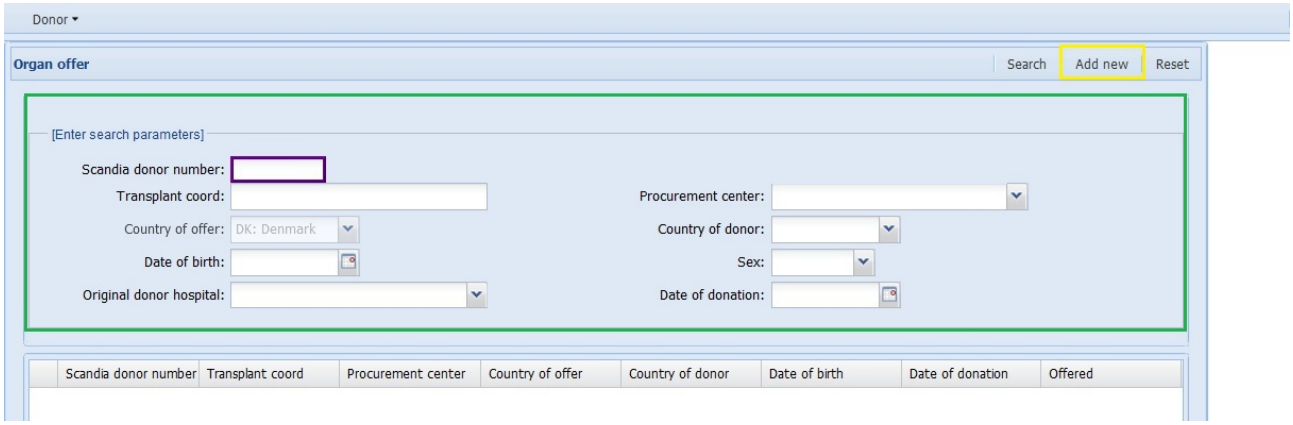
- Search (green marking below) on a donor already registered in the database brings forward all the information that have already been registered

In the search screen you enter one or more parameters on the donor followed by enter or a click on the search button. The records retrieve by searching will be listed below by clicking on the specific donor that you wish to offer organ(s) from you will now be able to continue registration of the necessary information.

If you do not enter any search parameters and press search or enter you will get a list with the most recent registered donors from own country.

- Add new (yellow marking below) when the donor has *not* already been registered in the database

Data will be transferred to the organ donor system in the database when you press send. Please notice that data will only be transferred once, which is the first time you press send in the organ offer form.

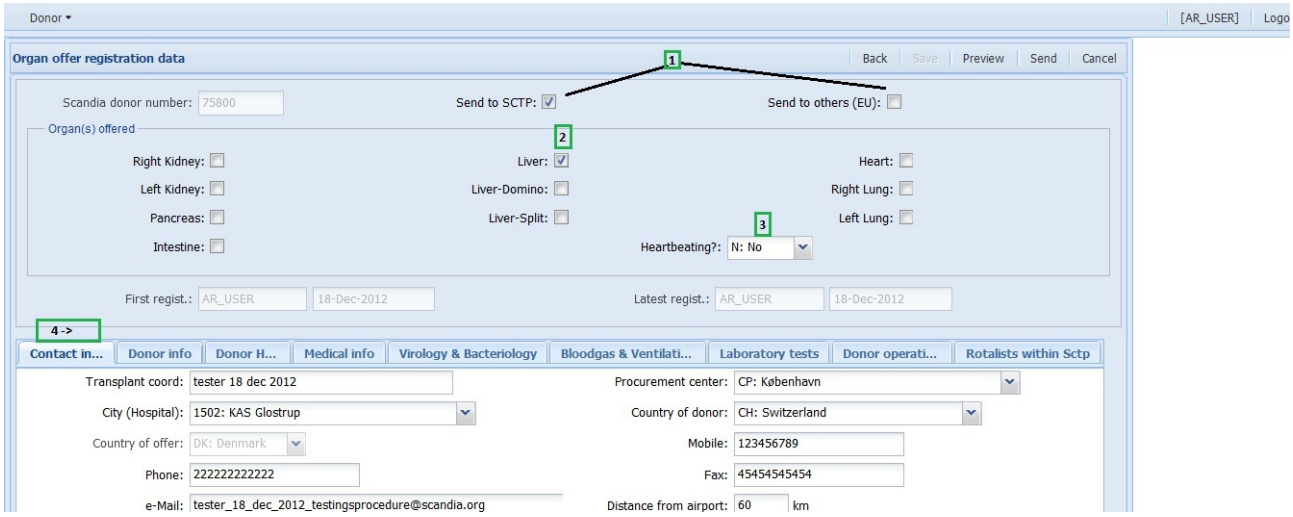



## 2. Registration of organ offer information

1. Choose if the organ offer should be send internal Scandiatransplant (Send to SCTP), out of Scandiatransplant (send to others (EU)) or both.

If you at first wish to send the offer to Scandiatransplant and then find out later on that the offer can be send to external organisations, you just alter √ from 'send to SCTP' to 'send to others (EU)' and press save.

2. Select the organs you wish to offer
3. Select if the organ(s) is from a heart beating or non-heart beating donor
4. Move between the sub menus to enter and chose from 'list of values' the donor information you wish to register.

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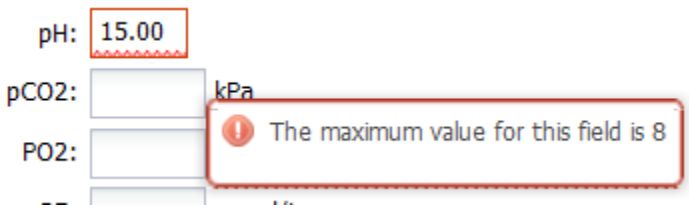
If a value is not within the reference value it will be encircle with a read line.

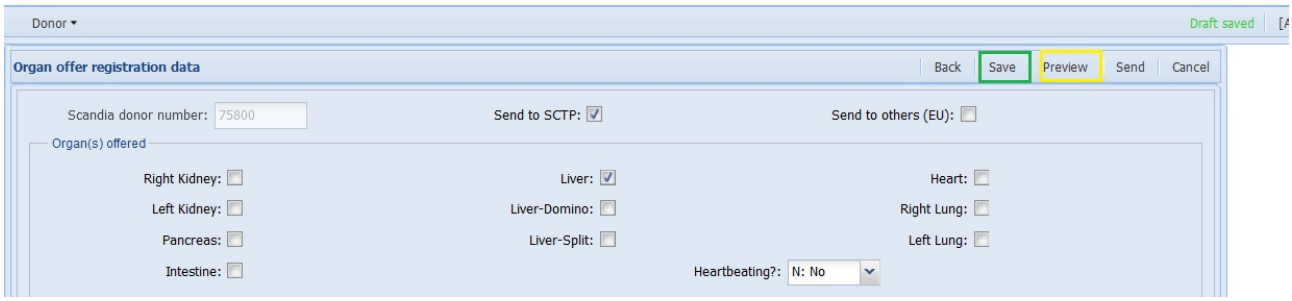



If you place the mouse within the box, you will get a help text shown.
When saving you will get warned that the value is not within the reference value, but you will be able to save the information anyway.

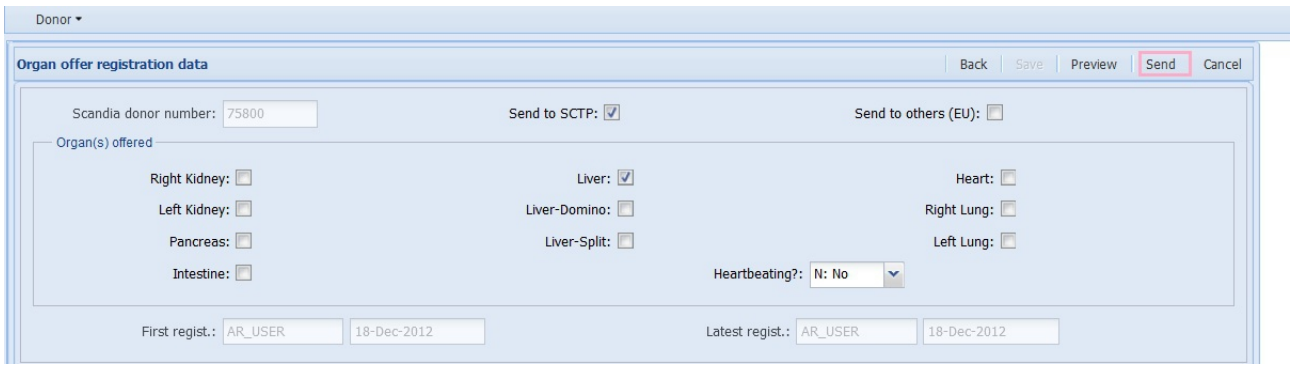
Now and then please click on the save button. If you have done registrations that have not been saved yet the 'save button' will be displayed in black writing. If no alterations have been made the writing will be light grey.

***TIP!***
*You can always start entering data on a donor – leave the system – and then later return to enter more data. However for the initial registration the following fields are mandatory 'send to SCTP/EU' , 'organ type' , age, sex, city (hospital), cause of death, 'start of op. is planned at' and ''we need your answer within' .*

## 3. Preview and send organ offer




If you wish to check the information that you have registered before sending the offer, you can press the preview button (yellow above). By pressing preview you get the pdf as a pop-up in an new window.

If you wish to remove a value you delete and save, if you wish to alter a value do so by overwriting followed by saving.

When you have check the registered information and you wish to send the offer press the send button. The organ offer will now be send to all registered receivers by email and a sms notification.